

TO: Personnel Board
FROM: Tameaka Bryant, Human Resources
DATE: March 2, 2020
RE: Administrative Support Clerk 2-Finance

City of Madison Finance Director Dave Schmiedicke and Risk Manager Eric Veum have requested a study of the Administrative Support Clerk 1 position (Pos. #766, CG20, R06), currently occupied by Ian Murkve. Since taking on the Administrative Support Clerk 1 role, his responsibilities have grown to include elements of the Administrative Support Clerk 2 work duties and responsibilities as outlined in this memo. Based on the attached position description that was submitted and interviews with Mr. Veum and the incumbent, I recommend a reclassification of the incumbent from an Administrative Support Clerk 1 to an Administrative Support Clerk 2 in CG20, R09.

The Administrative Support Clerk 1 class specification (attached) identifies

...routine and responsible clerical support work in processing office records (including confidential and sensitive materials), data and materials in assigned City agencies. The work is structured to provide increased independence of action in diverse areas of multiple agencies as experience is gained through exposure to a variety of agency programs, policies and procedures.

The Administrative Support Clerk 2 class specification (attached) identifies

...responsible administrative work performing duties in diverse City agencies. The Administrative Support Clerk 2 independently performs work related to elections administration, records retention, ambulance billing, licensing, permitting, public inquiries, and Common Council/committee support. Work often involves researching and processing confidential information as it relates to voter data, criminal backgrounds, medical records, driver's license and Social Security numbers and records, requiring specialized training.

Mr. Murkve began his Administrative Support Clerk 1 role in August 2018, performing general administrative tasks and supporting agencies in a back-up capacity. However, since the election was coming up in November, he quickly needed to learn the election-related responsibilities. Since 2018, he has taken on a diverse set of responsibilities, encompassing the work of the Administrative Support Clerk 2. He is currently responsible for processing payroll of the election officials, scheduling the over 1,000 election officials in multiple sites across the city, taking minutes at Performance Excellence meetings and Mayor's Management Team, as well as training new employees in the Finance and Treasurer's Office front desk.

Mr. Murkve has also implemented process improvement in his role with the City Clerk and Treasury Offices. After taking an Excel class, he streamlined the payroll processing for election officials using macros he automated. It has cut down the payroll processing from three days to one. He also changed the Revenue Receipt process in the Treasury Office from a paper process to an Excel spreadsheet using v-look ups, which has saved countless hours, and he has trained all new employees of the Treasury Office on this process.

Given Mr. Murkve’s increased independence in administrative duties, as well as the independent process improvements he has implemented, it is my recommendation to place Mr. Murkve into the Administrative Support Clerk 2 classification. Mr. Murkve now has increased responsibility in completing his work assignments, consistent with the Administrative Support Clerk 2 classification.

We have prepared the necessary Resolution to implement this recommendation.

Editor’s Note:

Compensation Group/Range	2020 Annual Minimum (Step 1)	2020 Annual Maximum (Step 5)	2020 Annual Maximum +12% longevity
20/06	\$ 43,728.36	\$ 48,378.72	\$ 54,184.26
20/09	\$ 47,147.10	\$ 53,010.62	\$ 59,371.78

cc: Eric Veum— Risk Manager
 Dave Schmiedicke —Finance Director
 Greg Leifer—Employee and Labor Relations Manager
 Mike Lipski-Human Resources Services Manager